Appendix E – iGMS Manual

iGMS Dashboard

screen shot of topic areas are forthcoming!

My Proposals
This section displays all proposals either created by the user or assigned to the user as the Project Manager.

By selecting a specific proposal name within *My Proposals*, the Project Manager can view and edit the contents of the project including the summary, applicant information, point of contact, management team and other details.
- Reimbursements – Each proposal may have reimbursements attached to it (depending on the project's progression) and selecting *Reimbursements* will display all reimbursements associated with the proposal.

General Budget Information
This section provides access to budget information including the following:
- *Complete Budget List* – This will display all allocations for a specific user independent of proposals. Project Specific budget information can also be accessed through the proposal.

- *Funding Tree* – This will show the complete budget list , broken down by year and state or local funding.

- *Funding Adjustments* – From here, the project manager can edit the award given to a sub-recipient. The Edit function allows changes in the dollar amounts. Changes between proposals or sub-grantees can be explained I the note section.
- *Reimbursements* – All reimbursements for the Project Manger will be displayed.

- *Disbursements* – This will show all disbursement activity. A disbursement is created by Grants Management and details when the funds were transferred from the Auditor of State to the recipient.

- *GANs* – This will display a list of all GANs in process or complete. GAN information can also be accessed by visiting the specific proposal.

My Sub-Recipients (IDHS Project Managers only)
This section allows Project Managers visibility into sub-recipients participating in project for which they are responsible. A Project Manager has read-only access for all projects assigned to him/her. From here, a Project Manager can review proposals, budgets and reimbursements for a specific sub-recipient.

My RFEs (IDHS Project Managers only)
This section shows two sections of Requests for Expenditure: those needing immediate attention and those recently added.

- RFEs requiring auditing – Any RFE created by the user will be elevated (using an exclamation point and isolated) to show the action required. Once the RFE has been audited, it will be available with other RFEs created by the user.
- Latest RFEs – This section will display the five most recently created RFEs.
- More – This will take the user to the balance of RFEs created by him/her.

Agreement Tracking (IDHS Project Managers Only)
This section allows the user to view the status of any agreement for which s/he is responsible. Most users will have read only access to this feature. If an update is made to an agreement in process and that update sits idle for seven (7) days, both the user who entered the update and the Project Manager will be notified that the item is idle.

Other IDHS Applications
This section shows the other applications available via the portal for IDHS users including:
- Agency Calendar
- Training Calendar
- Fixed Asset Inventory
- Request for Expenditure
- Fiscal Reports (for users with state funds)
- Project Manager Report – This report will display each proposal, the fund source, amount and obligation rating.

My Help
This section provides a centralized area to provide user help services including:
- iGMS Manual – Link to the most updated system manual.
- Help Desk – Users can submit iGMS problem reports, suggestions or comments regarding the system via this form. These suggestions/comments will be addressed with any technical issues being resolved immediately and enhancement requests being categorized and considered for implementation by the iGMS User Group.
- User Profile – Customization of user experience including color scheme and font.
- Contact Us – Users can send any other feedback to IDHS using this form.

My Proposals

My Proposals is where a user should start when defining a specific project. This format is based on information required in a number of grant applications.

Create new Proposal
By creating a new proposal, users will be required to complete the following:
- I.   Title

- II.   Funding Source[5] – Users must have a funding allocation available in order to like a funding source to a specific proposal. Typically, users will be notified by a Project Manager or other IDHS representative of the presence of an allocation which will allow for budget submission.

- III.   Two-Sentence Summary -This section should include information for those readers who will not read the entire document but who will need a summary of the proposal.

   - a.   The purpose and anticipated end result of this proposal
   - b.   The type and amount of support requested
   - c.   The total anticipated budget
   - d.   Other information you deem pertinent

- IV.   Applicant Information

- V.   Primary Point of Contract

- VI.   Management Team - State all federal, state, local, non-profit, private, and educational organization partners here. Describe the management team that is directly responsible for the implementation of this project. Specifically, describe any key project roles and responsibilities, structures, and subject matter expertise required by this project, **including at least the project manager and the contracts management structure**. An organizational chart may be included in the response.

   - a.   Note: this is **NOT** a description of an organizational chart. In addition to the project manager and SMEs, consider including admin functions such as accounting and procurement.

- VII.   Strategy Alignment (State/Federal)

- VIII.   Current Status of Project - Describe the current status of this project, specifically including any outcomes that have already been achieved (**be specific!**). Discuss other options that were considered and why this project was selected over other options.

- IX.   Project Detail/Capability Enhancement - Describe the overall, long-term purpose of this project, including how this project supports the Indiana Strategy for Homeland

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[5] See "Creating a Budget" for information on budget creation.

Security Goals and Objectives, the National Priorities, and the Target Capabilities identified.

X. Milestones - Provide detailed information on the expected timetable/milestones for the project. **The three phases are indicated – Pre-Grant, during Grant Period, and after Grant**.

    a. **Appropriate level of detail** includes entries such as: obtain support and feedback from first-responder stakeholders; complete training on newly purchased GPS trackers; integrate communications systems across fire/police departments and hospitals, etc. **Inadequate** detail includes entries such as: stakeholder engagement; training; exercises.

XI. Project Challenges - Identify any challenges to the effective implementation of this project. Include the probability that the challenge will occur, and the level of impact should it occur, as well as a description of how the challenge will be mitigated.

    a. **Possible areas** of challenges include Schedule, Costs, Feasibility, Dependencies and Interoperability between this project and others, Management, Organizational and change management, Technology, Strategy, and project resource availability.

    b. **Specific examples** of challenges include schedule delays cost overruns, inability to continue due to dependency on another related project, or changes in overall strategy or priorities.

XII. Evaluation/Impact - What outcomes will indicate that this project is successful at the end of it? What outcomes will indicate that this project is successful at the end of the FY 2007 HSGP period of performance? Include:

    a. <u>Outcomes</u> that will be demonstrated throughout the project;

    b. <u>Outcomes</u> that will be expected at the conclusion of the grant period;

    c. Measurable <u>outputs</u> that will lead to these outcomes

    d. How the outcomes will mitigate the risks in Indiana

    e. **Sample outputs**: Increased # of firefighters trained in mass casualty response; # of personal protective suits purchased; number of biohazards detected.

    f. **Sample outcomes**: increased mass casualty response capacity; shorter response time to bomb; interoperability across all EOCs within the county; ability to detect biohazard presence within shorter amount of time.

g. **Note**: The Target Capabilities List and the performance measures associated with critical tasks included within may be a useful reference when developing measurable outputs.

XIII. Sustainability - What is the long-term approach to sustaining the capabilities developed by this project? Describe any additional sources of funding to be used, and future plans or milestones for sustaining the investment. Response should reference the impact (XII. above) and how progress in addressing the capability gaps (identified in VIII. and IX. above) will be sustained.

Creating a Budget

Creating a budget is a critical piece of proposal submission and includes the detailed spending plan for the proposal. In order to enter a new or edit an existing budget, it must be accessed through the specific proposal. This is done by selecting the proposal and then choosing the hyperlinked budget to edit.

Once the selected allocation/budget is loaded, much information can be gathered from the allocation line including:

I. Award – Amount of funding available to be budgeted.

II. Budget – Amount of award which has been budgeted.

III. Funds to be reallocated – Balance of funds not budgeted.

IV. Contact – Primary point of contact for the budget.

V. Performance Period End Date – At what date the grant will expire.

VI. Fully Executed Agreement – Once through the state signature process and executed, the sub-grant agreement or MOU will be available for download.

VII. GAN – From here, a user can create a Grant Adjustment Notice (GAN) for an approved budget. If a budget is not approved, a GAN cannot be created. Once a GAN is created, the process for creating or editing items is the same as the budget creation process.

Creating a New Item

I. Project – Specify proposal.

II. Fund – If multiple funds are associated to a single proposal, specify to which fund this item is associated.

III. Solution Area (see specific grant guidance for information on allowable costs)

a. Planning

b. Organization

c. Equipment

       d. Training

       e. Exercise

       f. Management and administration

  IV.   Category – Specific to the solution area, specify the category of expenditure.

   V.   Discipline – Which primary discipline will benefit

  VI.   Description – Description of item.

 VII.   Narrative – Description (when applicable) of how the budget numbers were determined. For instance, if there is a $5,000 travel line, the *Narrative* would be a good place to explain the nature of that line item.

Users should continue to add items until all funding has been allocated. Once all funding has been allocated, the user must ***submit*** the budget using the ***Submit*** button. Only once a budget is submitted, will it be considered.

Reimbursements

Users can access Reimbursement requests associated to a specific proposal from this area.

Create New Reimbursement
When creating a new reimbursement request, the following information is required:
    I.   Vendor – Name of entity with whom the document is associated.

   II.   Amount – Total amount of reimbursement request.

  III.   Description – Brief description of request.

  IV.   Document – Type of document i.e. invoice, P.O., receipt, check, other.

   V.   Document ID – Number associated with document.

  VI.   Document Date – Date on document.

 VII.   Requested Date – Date reimbursement requested.

Auditing a Reimbursement
Once this information is complete, the reimbursement must be audited. Auditing a reimbursement connects that reimbursement to a specific approved budget line item. To do this, once the reimbursement is created, click the *Post to Budget* button.
    I.   Approved Budgets – From the drop down menu, select the appropriate budget.

   II.   Radial Button – On the appropriate budget detail item line, click the corresponding radial button.

  III.   Amount – Enter the amount to be posted to that detail item then click "add".

IV.   Repeat – Repeat steps II & III until the audited amount equals the total amount of the reimbursement request.

       NOTE: the system will show a running balance and will notify when the audit is balance by showing a green complete under the audit status

V.   Click "end audit"

VI.   Submit the reimbursement request

VII.   Forward accompanying documentation to IDHS.

Quarterly Reports

Grantees are required to submit Quarterly Progress and Financial Status Reports on project activities and accomplishments. It is expected that reports will include data appropriate to this stage of project development and in sufficient detail to provide a clear idea and summary of work and accomplishments to date. The following should be observed in preparation and submission of progress reports:

Reports are due on a quarterly basis -- 15 calendar days after June 30, September 30, December 31 and April 30 -- for the life of the grant as follows:

I.   Grantees should log into the iGMS to complete the report. In the dashboard, click on the proposal for which you wish to submit a report.

II.   Click on the associated budget.

III.   Click the "Quarterly Progress and Financial Status Reports" button.

IV.   Select "create new report".

V.   Complete form by filling out all fields. You can get the "amount of the grant award" and "total expenditures to date" on the iGMS budget screen.

    a. CFDA #: This number can be located on your fully executed agreement.

    b. Quarter: (drop down menu)

Period	Reporting Period:	Due No Later Than:
1	July 1 – Sept. 30	October 15
2	Oct 1 - December 31	January 15
3	January 1- March 31	April 15
4	January 1 - June 30	July 15

    c. Amount of grant award: Located on the iGMS Subgrants screen

    d. Total expenditures to date: Located on the iGMS Subgrants screen

    e.   Total obligations: Any PO's or contracts, etc. for which grant funds have been obligated but reimbursement has not been requested.

    f.   Expenditure projection: will the funds be fully expended before the end of the performance period award the sub-grantee

    g. Extension GAN: If the previous field is no, confirm a GAN has been submitted

h. Objectives and Performance Indicators: List <u>each</u> project objective and performance indicator from the grant application and   indicate the progress toward fulfilling the stated objective in a narrative paragraph following each objective.

i. Implementation Schedule: Will the project be completed on   schedule? If not, indicate the timeframe for completion, reason for   the delay and the effect of these problems on the remaining schedule for achieving the remaining objectives of the project. If appropriate, identify changes which are needed in the implementation plan specified in the grant application to overcome problems. Changes which alter objectives and/or performance indicators set forth in the application require prior approval from IDHS and a formal grant revision.

j. Technical Assistance Needed: State what technical assistance IDHS might provide during the next six month period to help resolve implementation problems. If technical assistance has been provided to resolve implementation problems, state the problems   (or tasks) addressed and the results (or impact) of the assistance provided.

k. Equipment Status: Have items listed in the EQUIPMENT and OTHER Budget Categories been ordered? Please provide a list of all equipment in the grant application with the date ordered, date received and remaining status. Use additional pages, if necessary.

l. Personnel Status: Have all personnel been hired? Please provide   a list of personnel hired for this project with name of hire, date of hire and position.

m. Other Issues: Please describe how other significant activities/initiatives are enhancing the overall preparedness and responder capabilities on your jurisdiction.

n. Project Director: Name of person responsible for grant projects

o. Date of Report: Date report is completed

p. Financial officer: Name of person responsible for actual fiscal activity of the grant.

> *NOTE: Signatures constitute certification of data on the report and must be originals.*

VI. Click "save".

VII. Click "submit". NOTE: Submitted reports cannot be altered. Before you submit, you may print a draft of the report to proof by clicking on "create pdf". This is a DRAFT only and cannot be used as the report submitted to the State.

VIII. When asked "Submit this report?", click "submit"

IX. Click on the quarter of the current report.

X. Click on "create pdf". Print the report.

XI.   Have Project Director sign report (Box 7) submit to the Financial Officer   for signature (Box 14) and date (Box 15). Mail completed **original** to IDHS Grants Management.